



**TOWN OF WESTFORD
ECONOMIC DEVELOPMENT COMMITTEE**

TOWN HALL
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**Meeting Minutes
Economic Development Committee**

Thursday, September 17, 2015 at 8:15 AM
Town Hall, Main Conference Room, 2nd Floor
55 Main Street, Westford

Attending: Tom Barry, Ron Caterino, Eli Demetri, Chris Kluchman, Heather Maietta, Bill Nussbum

The meeting was called to order by Tom Barry at 8:15 AM.

Administrative Items

The Draft Minutes of the August 30, 2015 meeting were approved unanimously.

Bill Nussbum reported on the WBA meeting which he attended at the Emerson Health Center. The presentation of the services available was excellent. The WBA has over 120 members and is growing. The owner of Logan Data was in attendance and is interested in expanding operations in Westford. Steve Lyons of Juniper Systems was complimentary on the EDSAT meeting. He commented on his good experience with the reasonable length of time required to complete the permitting process.

The EDC contribution to the Town Annual Report has been submitted. It was suggested that it be added to the EDC Web site.

12 North Main Street Task Force

The foreclosure process has finally been completed with the Land Court ruling in the Town's favor. As of September 11, the Town owns the three uncontested parcels.

Environmental insurance quotes have been obtained for various options of coverage, length of term and deductible. The option recommended by the Task Force is for \$5M and 5 years with a \$50K deductible.

The preservation study has been completed by the architectural firm BH+A, The results will be presented at a public meeting to be held on September 24.

A Request for Interest in developing the property has been prepared. The RFI was issued on September 3 with responses due October 5.

EDSAT Project

The initial meeting to review and discuss the survey results with Barry Bluestone was held on September 15 at the Westford Regency. There were 32 attendees including Barry and two of his assistants. The meeting was very successful with active participation and discussion among all of the attendees. Overall, Barry complimented the Town on the results and said we could be the "poster child" for the state.

The next step is to set the date and organize the final report on the survey results. It was agreed that we should expand the list of invitees to get more businesses involve. The week of October 26 was tentatively set as a target with a morning meeting preferable. Ron will confirm dates with Jodi and Barry. We should coordinate with WCAT to arrange for taping of the session.

Westford Marketing Presentation

Chris had a number of suggested edits in hard copy form. She will send them to Heather and coordinate with her and Tom Barry.

There is interest in setting up a joint meeting with the Planning Board Master Planning Implementation Committee and the EDC. Paul Mathews of the 495 Metro West Partnership is interested in attending and should be invited. We should aim to have the marketing presentation ready in time for the meeting.

Cross Town Connect

Chris gave a detailed update of the CTC activities. A major accomplishment was the Town signing a Regional Community Compact with Lt. Governor Karyn Polito on September 3. This requires communities to implement at least one best practice that it selects from a variety of areas. Westford utilized a Regional Transportation Management Association best practice by creation of the Cross Town Connect program.

Small Business Assistance

The Toxic Use Reduction Institute (TURI) is offering assistance to small businesses interested in reducing their use of toxic chemicals. The assistance is in the form of \$10K grants. Proposals for receiving the funding are due by October 30.

New Business

Courier is closing down its Westford operation. This will result in the loss of around 200 jobs. MOBD is offering rapid response assistance. They are meeting with Courier HR and will help with retraining.

The meeting adjourned, by unanimous vote, at 9:35 AM.

Submitted by:
Tom Barry
Committee Chair